


Voluntary Termination of a Worker

03.15.15

1. Type the **worker's name** to terminate in the Search box.
2. Click **Related Actions**  to the right of the worker's name.
3. Select **Job Change** > **Terminate Employee**.
4. Enter the **Termination Date** in mm/dd/yyyy format.

NOTE: The Last Day of Work, Pay Through Date, and Notify By fields are populated with this same date.

5. **Reason:** Click Prompt > and select appropriate **Voluntary** reason.
6. Check the **Close Position** checkbox if the position will not be filled.
7. Check the **Overlap** checkbox if this position will be filled temporarily.

NOTE: Job overlap allows for multiple workers to fill the same position during a transition period. This allows time for the replacement worker to be trained prior to the existing worker leaving this position. The worker leaving this position must have a termination end date entered in FermiWorks to allow for job overlap.

The following fields auto populate:

- **Last Day of Work**
- **Pay Through Date**
- **Resignation Date**
- **Notify By**

8. Click **Submit**.

This creates a Terminate: [Employee Name] Action that is sent to Records. Records then updates the service dates and approves the termination in FermiWorks.

When Records has completed and approved the termination, a Terminate: [Worker Name] Action is sent to the **Manager's Inbox**. If there are any outstanding Actions in FermiWorks the worker is to complete, the manager can either reassign or cancel these business processes.

When all Actions are completed, canceled or reassigned for the worker, the HR Partner enters comments as appropriate in FermiWorks. Then the HR Partner receives an Action to conduct the exit interview.

Voluntary Termination of a Worker

03.15.15

An Exit Interview: Terminate: [Employee Name] action displays in the HR Partner's Inbox. The HR Partner will conduct the exit interview.

A Terminate: [Employee Name] Action displays in the employee's Inbox.

1. Click the **Terminate: [Employee Name]** Action in the Inbox.
2. Check the **I Agree** checkbox after reviewing the medical brochure.
3. Click **Submit**.

An Offboarding Procedure: Terminate: [Employee Name] Action displays in the employee's Inbox.

1. Click **Offboarding Procedure: Terminate: [Employee Name]** Action.
2. Complete the Instructions.
3. Enter any **Comments** if appropriate.
4. Click **Submit**.
5. Click **Done**.

NOTE: A Terminate Action is sent to all departments related to the job role being terminated. For example, the Library, Key and ID, Travel, etc., all receive a To Do Terminate Action to complete the termination business process for this worker.

The Manager receives a Manager Tasks and Review: Terminate: [Employee Name] Action when all other Termination Actions have been submitted.

The Manager completes the To Do and clicks **Submit**.